

# **APPENDIX A**

## **Clarification of Teaching Assignments**

# APPENDIX A

All teachers shall hold a valid Montana teaching certificate.

If you are teaching in the following subjects:	You must be endorsed in: (subject & code number)	Specific credit requirement:
K-8 Elementary Subjects	00 endorsement or subject endorsement which authorizes certificate holder to teach within K-8 level (self-contained or departmentalized).	
Art	Art (83 or 84)	
At-Risk (K-12)	Elementary Education (00) endorsement at K-8 level or appropriate subject areas or Special Education (95) (98)	
Business English	English (20) or Business Education (70, 71 or 72)	
Business Law	Business Education (70, 71 or 72)	
Business Mathematics	Mathematics (40) or Business Education (70, 71 or 72)	
Business—General	Business Education (70, 71 or 72)	
Business—Shorthand, Steno	Business Education (70 or 72)	
Business—Typing	Business Education (70, 71 or 72)	
Business—Bookkeeping	Business Education (70, 71 or 72)	
Civics (5-8)	Any endorsement in Social Studies (10-17)	
Civics (9-12)	Social Studies (10) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in U.S. government if endorsed in (10)
Computer Education—General K-8 (keyboarding, webpage design, spreadsheet, word processing)	Elementary Education (00) or Business Education (70, 71, 72) or Computer Science (41)	
Computer Education—General 9-12 (keyboarding, webpage design, spreadsheet, word processing)	Business Education (70, 71, 72) or Computer Science (41)	
Computer Science Programming	Computer Science (41)	
Dramatics	English (20) or Dramatics (22) or Speech-Drama (25)	15 quarter (10 semester) credits in drama if endorsed in (20)
Economics (5-8) Economics (9-12)	Any endorsement in Social Studies (10-17) Social Science (10) or Economics (12) or Economics-Sociology (16)	15 quarter (10 semester) credits in economics if endorsed in (10)
English-Language Arts	English (20)	
Geography (5-8)	Any endorsement in Social Studies (10-17)	
Geography (9-12)	Social Studies (10) or Geography (14)	15 quarter (10 semester) credits in geography if endorsed in (10)
Gifted and Talented	Appropriate subject area	
Guidance	Guidance (94 or 97)	
Health	P.E. & Health (91 or 92) or Health (93)	15 quarter (10 semester) credits in health if endorsed in (91) or (92)
Journalism	English (20) or Journalism (23)	Course work or experience verifying an understanding of press law, reporting and production in journalism if endorsed in (20)
Library	Library (24 or 26)	
Music	Music (81 or 82)	
Native American Studies	Any endorsement Certificate must be appropriate to level of assignment	15 quarter (10 semester) credits in Native American Studies if certified as a teacher at the level offered. The utilization of a qualified Native American resource person under the supervision of a certified teacher can be used in lieu of the 15 credit requirement.

<b>If you are teaching in the following subjects:</b>	<b>You must be endorsed in: (subject &amp; code number)</b>	<b>Specific credit requirement:</b>
American Indian language and Culture	Any endorsement Certificate must be appropriate to level of assignment	15 quarter (10 semester) credits in second language methodology and linguistics <u>for language instruction</u> , or 15 quarter (10 semester) credits in Native American Studies <u>for teaching native culture</u> if certified as a teacher. The utilization of a qualified Native American resource person under the supervision of a certified teacher can be used in lieu of the 15 credit requirement.
American Indian Language	Class 7 Specialist Certificate	
Physical Education	P.E. & Health (91 or 92)	
Reading	Reading (27) or English (20)	15 quarter (10 semester) credits in reading if endorsed in (20)
Science—General (5-8)	Any endorsement in Science (50-56)	
Science—General (9-12)	Science (50) or any two Science endorsements (51 through 56)	
Science—Biology (5-8)	Any endorsement in Science (50-56)	
Science—Biology (9-12)	Science (50) or Biological Science (52) or Biology (55)	15 quarter (10 semester) credits in biology if endorsed in (50)
Science—Chemistry (5-8)	Any endorsement in Science (50-56)	
Science—Chemistry (9-12)	Science (50) or Physical Science (51) or Biological Science (52) or Chemistry (54) or Biology (55)	15 quarter (10 semester) credits in chemistry if endorsed in (50), (51), (52) or (55)
Science—Earth (5-8)	Any endorsement in Science (50-56)	
Science—Earth (9-12)	Science (50) or Earth Science (56)	15 quarter (10 semester) credits in earth science if endorsed in (50)
Science—Physical (5-8)	Any endorsement in Science (50-56)	
Science—Physical (9-12)	Science (50) or Physical Science (51) or Chemistry (54) and Physics (53)	15 quarter (10 semester) credits in physical science if endorsed in (50)
Science—Physics (5-8)	Any endorsement in Science (50-56)	
Science—Physics (9-12)	Science (50) or Physical Science (51) or Physics (53)	15 quarter (10 semester) credits in physics if endorsed in (50) or (51)
Social Studies—General (5-8)	Any endorsement in Social Studies (10-17)	
Social Studies—General (9-12)	Social Studies (10) or any two social Science endorsements (11 through 17)	
Government (5-8)	Any endorsement in Social Studies (10-17)	
Government (9-12)	Social Studies (10) or History (11) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in U.S. government if endorsed in (10) or (11)
History (5-8)	Any endorsement in Social Studies (10-17)	
History (9-12)	Social Studies (10) or History (11) or History-Political Science (17)	15 quarter (10 semester) credits in history if endorsed in (10)
Problems of Democracy (5-8)	Any endorsement in Social Studies (10-17)	
Problems of Democracy (9-12)	Social Studies (10) or Political Science (15) or History-Political Science (17)	15 quarter (10 semester) credits in government if endorsed in (10)
Psychology (5-8)	Any endorsement in Social Studies (10-17)	
Psychology (9-12)	Social Studies (10) or Psychology (96)	15 quarter (10 semester) credits in psychology if endorsed in (10)
Sociology (5-8)	Any endorsement in Social Studies (10-17)	
Sociology (9-12)	Social Studies (10) or Sociology (13) or Economics-Sociology (16)	15 quarter (10 semester) credits in sociology if endorsed in (10)

<b>If you are teaching in the following subjects:</b>	<b>You must be endorsed in: (subject &amp; code number)</b>	<b>Specific credit requirement:</b>
Special Education	Special Education (95 or 98)	
Speech Communication	English (20) or Speech Communication (21) or Speech-Drama (25)	15 quarter (10 semester) credits in speech if endorsed in (20)
Traffic Education	Traffic Education (99) or any endorsement with the appropriate approval from the Traffic Education Department at the OPI.	Initially 12 quarter (8 semester) credits in traffic education to include basic and advanced traffic education are required without the 99 endorsement
World Languages	Appropriate World Language endorsement (31 through 39 or 43 through 47)	
<b>Title I (Chapter 1)—Identified and Funded Supplemental and Remedial Programs</b>		
<b>If you are teaching in the following subjects:</b>	<b>You must be endorsed in: (subject &amp; code number)</b>	<b>Specific credit requirement:</b>
Remedial Math—Elementary	Elementary Education (00) or Special Education (95 on an elementary certificate or 98)	
Remedial Math—Secondary	Elementary Education (00) or Special Education (95 on a secondary certificate or 98) or Mathematics (40) on a secondary certificate	
Remedial Reading—Elementary	Elementary Education (00) or Reading (27) or Special Education (95 on an elementary certificate or 98)	
Remedial Reading—Secondary	Elementary Education (00) or Reading (27) or Special Education (95 on a secondary certificate or 98) or English (20) on a secondary certificate	15 quarter (10 semester) credits in reading if endorsed in (20)
Remedial Language Arts—Elementary	Elementary Education (00) or Special Education (95 on an elementary certificate or 98)	
Remedial Language Arts—Secondary	Elementary Education (00) or Special Education (95 on a secondary certificate or 98) or English (20) on a secondary certificate	
<b>Trades and Industry/Applied Technology: Teachers of subjects which qualify for vocational funding may be required to have additional specific courses and work experience.</b>		
Auto Body	Tech Ed (68) or IA (62) or T&I (65-Auto Body), Appl Tech (65) or Class 4-Auto Body	15 quarter (9 semester) credits in auto body if endorsed in (62), (65), (68)
Auto Mechanics	Tech Ed (68) or IA (62) or T&I (65-Auto Mech), Appl Tech (65) or Class 4-Auto Mech	15 quarter (9 semester) credits in auto mechanics if endorsed in (62), (65), (68)
Building Trades/Construction	Tech Ed (68) or IA (62) or T&I (65-Building Trades), Appl Tech (65) or Class 4-Building Trades	15 quarter (9 semester) credits in building trades/construction if endorsed in (62), (65), (68)
Drafting/CAD	Tech Ed (68) or IA (62) or T&I (65-Drafting), Appl Tech (65) or Class 4-Drafting	15 quarter (9 semester) credits in drafting if endorsed in (62), (65), (68)
Electronics	Tech Ed (68) or IA (62) or T&I (65-Electronics), Appl Tech (65) or Class 4-Electronics	15 quarter (9 semester) credits in electronics if endorsed in (62), (65), (68)

<b>If you are teaching in the following subjects:</b>	<b>You must be endorsed in: (subject &amp; code number)</b>	<b>Specific credit requirement:</b>
Graphic Arts	Tech Ed (68) or IA (62) or T&I (65-Graphic Arts), Appl Tech (65) or Class 4-Graphic Arts	15 quarter (9 semester) credits in graphic arts if endorsed in (62), (65), (68)
Machine Shop	Tech Ed (68) or IA (62) or T&I (65-Machine Shop), Appl Tech (65) or Class 4-Machine Shop	15 quarter (9 semester) credits in machine shop if endorsed in (62), (65), (68)
Metal Working	Tech Ed (68) or IA (62) or T&I (65-Metals) Appl Tech (65) or Class 4-Metals	15 quarter (9 semester) credits in metals if endorsed in (62), (65), (68)
Power Mechanics (includes small engines, energy & transportation)	Tech Ed (68) or IA (62) or T&I (65-Power Mechanics), Appl Tech (65) or Class 4-Power Mechanics	15 quarter (9 semester) credits in power mechanics if endorsed in (62), (65), (68)
Welding	Tech Ed (68) or IA (62) or T&I (65-Welding), Appl Tech (65) or Class 4-Welding	15 quarter (9 semester) credits in welding if endorsed in (62), (65), (68)

**APPENDIX A  
MONTANA CERTIFICATION CODE  
Revised June 2001**

**CODES**

<u>Class of Certificate</u>		<u>Level of Endorsement</u>	
1	Class 1 Teaching	1	Elementary (K-8)
2	Class 2 Teaching	2	Secondary (7-12)
3	Class 3 Administrative	3	Elementary and Secondary (K-12)
4	Class 4 Vocational	4	K-12 (Spec. Ed.) only
5	Class 5 Provisional	8	Secondary (5-12)
6	Class 6 Specialist	9	Other*
7	Class 7 Specialist		
8	Life (no longer issued)		
9	Other*		

**ADMINISTRATIVE ENDORSEMENTS**

01	Elementary Principal (K-8)	05	Supervisor (7-12)
015	Principal (K-12)	06	Supervisor (5-12)
02	Secondary Principal (7-12)	07	Supervisor (K-12)
03	Superintendent (K-12)	08	Secondary Principal (5-12)
04	Supervisor (K-8)		

**SPECIALIST ENDORSEMENTS**

09	School Psychologist	97	Guidance and Counseling (K-12)
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**TEACHING ENDORSEMENTS**

00	Elementary Curriculum	38-61	Indian Language-Gros Ventre (K-12)
00-A	Permissive Special Competency: Early Childhood	38-62	Indian Language-Assiniboine (K-12)
00-B	Permissive Special Competency: Gifted K-12	38-71	Indian Language-Little Shell (K-12)
10	Social Studies (Broadfield)	38-81	Indian Language-Cheyenne (K-12)
11	History	39	Foreign Language
12	Economics		
13	Sociology	40	Mathematics
14	Geography	41	Computer Science
15	Political Science (American Government)	42	English as a Second Language (K-12)
16	Economics—Sociology	42-1	English as a Second Language
17	History—Political Science	43	French (K-12)
		44	Spanish (K-12)
20	English	45	German (K-12)
21	Speech—Communication	46	Russian (K-12)
22	Dramatics	47	Latin (K-12)
23	Journalism		
24	Library	50	Science (Broadfield)
25	Speech—Drama	51	Physical Science
26	Library (K-12)	52	Biological Science
27	Reading (K-12)	53	Physics
27-1	Reading	54	Chemistry
		55	Biology
31	French	56	Earth Science
32	Spanish		
33	German	61	Agriculture
34	Russian	62	Industrial Arts
35	Latin	63	Family & Consumer Sciences
35-1	Italian	64	Marketing
36	Other Language	65	Trade and Industry
36-1	Other Language-Cree (K-12)	65-01	Trade and Industry—Automotive
38	American Indian Languages (K-12)	65-02	Trade and Industry—Welding
38-11	Indian Language-Assiniboine (K-12)	65-03	Trade and Industry—Auto Mechanics
38-12	Indian Language-Sioux (K-12)	65-04	Trade and Industry—Auto Body
38-13	Indian Language-Dakota (K-12)	65-05	Trade and Industry—Industrial Mechanic
38-21	Indian Language-Blackfeet (K-12)	65-06	Trade and Industry—Small Engines
38-31	Indian Language-Chippewa (K-12)	65-07	Trade and Industry—Auto Technology
38-32	Indian Language-Cree (K-12)	65-08	Trade and Industry—Heavy Equipment Operator and Stationary Engines
38-41	Indian Language-Salish (K-12)		
38-42	Indian Language-Kootenai (K-12)	65-10	Trade and Industry—Electronics
38-51	Indian Language-Crow (K-12)	65-11	Trade and Industry—Horticulture

65-12 Trade and Industry—Agriculture Mechanic  
 65-20 Trade and Industry—Building Trades  
 65-21 Trade and Industry—Carpentry  
 65-30 Trade and Industry—Culinary Arts  
 65-31 Trade and Industry—Food Services  
 65-40 Trade and Industry—Metals Technology  
 65-50 Trade and Industry—Drafting  
 65-51 Trade and Industry—Office Occupations  
 65-52 Trade and Industry—Graphic Arts  
 65-53 Trade and Industry—Photography  
 67 Other\*  
 67-01 Humanities  
 67-02 Family Life  
 67-03 Vocational Rehabilitation Counselor  
 67-04 Environmental Education  
 68 Technology Education  
  
 70 Business Education (with typing  
 and shorthand)  
 71 Business Education (with typing)  
 72 Business Education  
  
 81 Music (K-12)  
 82 Music  
 83 Art (K-12)  
 84 Art  
  
 91 Physical Education and Health (K-12)  
 92 Physical Education and Health  
 93 Health  
 94 Guidance and Counseling  
 95 Special Education  
 96 Psychology  
 97 Guidance and Counseling (K-12)  
 98 Special Education (P-12)  
 99 Traffic Education

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Specify

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Specify

### **PROVISIONAL CERTIFICATE:**

The Class 5 Provisional is a three-year, nonrenewable certificate. Under special circumstances, by written request to the Director of Certification, additional time may be approved. Up to an additional two years may be approved when an individual provides verification that the circumstances delaying completion of the plan of professional intent were beyond his/her control, principally due to district employment conditions or availability of needed college course work.

**The Class 5 Provisional certificate is not available for the purpose of completing another endorsement area.**

The Provisional certificate is available for teachers, administrators and specialists based on specific requirements for each category and level. Requests for the Provisional certificate should be directed to the Certification Division of the Office of Public Instruction.

### **EMERGENCY AUTHORIZATION OF EMPLOYMENT (EAE):**

An Emergency Authorization of employment may be granted to a school district to employ an individual who does not hold a valid teacher certificate when such district cannot obtain the services of a certified teacher. Extensive efforts to locate certified applicants must be verified.

Individuals to be employed under an EAE must fall into one of the following categories:

- a. Must have previously held valid teacher or specialist certification (does not apply to a Class 5 Provisional held during the immediate preceding year), or
- b. Must hold a bachelor's degree related to the area for which emergency authorization is sought, or
- c. Must provide acceptable evidence of cultural expertise related to the area for which emergency authorization is sought.

The EAE is valid for one year. However, the district administrator may apply for renewal of an approved EAE under item c (above) on a continuing basis by annually requesting renewal by letter to the Superintendent of Public Instruction.

Contact the Certification Division of the Office of Public Instruction for application material.